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27 January 1984

1. CIA/GSA Memorandum of Understanding

[ ] stated that the CIA/GSA Memorandum of Understanding, regarding the transfer of certain responsibilities currently administered by the General Services Administration to the Agency, has been signed by the Director of Central Intelligence and is expected to be signed by Mr. Carmen, Administrator of GSA. [ ] highlighted certain key provisions of the memorandum to meeting attendees and he explained the process for phased transfer of responsibilities. [ ]

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2. DDA Quarterly

The Office of Security's DDA Quarterly review is scheduled on 1 February. [ ] stated that the same items of previous interest to the DDA, such as the 4C Program and Computer Security, will be addressed and a few new items will be offered, including counterterrorist measures. [ ]

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3. Senior Officers' Meeting

A brief one-day meeting of senior Office managers has been scheduled on 6 February [ ] The meeting will afford the managers an opportunity to exchange ideas and views on planned and future activities of the Office.

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4. Leaks

[ ] advised that the problem of leaks to the press continues to be a concern. He mentioned several leaks that are currently being examined by the Security Analysis Group, and he commented that some of these are apparently based on previous issues of the National Intelligence Daily. [ ]

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5. Security Duty Office

[ ] stated that a session has been scheduled with the DDA on 1 February to review the architectural design for the new Security Duty Office. He termed the new design as "functionally effective and visually attractive." Approval of the design is expected next week and construction time is estimated to be approximately 90 days. [ ]

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8. Personnel Shortage

The Office continues to seek additional personnel to address the increases in tasking presented by Agency growth. The Polygraph Division is interested in assertive candidates wishing to expand their knowledge and abilities through instruction offered by the Headquarters Polygraph School. The Security Escort Program has several daytime, weekday vacancies which need to be filled immediately; Agency employees GS-06 and below are eligible, schedule permitting. A critical shortage in clerical personnel is being experienced by the Security Records Division. Office employees are urged to express their interest or refer others to the concerned components. [ ]

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